

# Patient Accounting and Reporting Real-Time Tracking System (PARRTS), Version 2.3

## Quick Reference Guide

### 1. Logon Procedure

You must have a user account to logon to PARRTS. Once you receive an account, perform this procedure to logon:

1. Open your web browser and go to [www.pasba.amedd.army.mil](http://www.pasba.amedd.army.mil).
2. From the PASBA website home page, click the Login button located on the top horizontal text menu. The system prompts for your login ID and password.
3. Type your login ID in the User Name field. Press the Tab key.
4. Type your password in the Password field.
5. Click the OK button or press Enter. The PASBA restricted website home page displays.
6. From the PASBA restricted website home page, click the PARRTS button on the left-most section of the window. A second-level menu page displays.
7. From the second-level page, click one of the following buttons:
  - To add, view, and update patient records, click the PARRTS Data Management button. The Operation/Event window displays.
  - To view and print PARRTS reports, click the PARRTS Reports button. The reports main menu displays.

### 2. Creating a New Patient Record

To create a new patient record in PARRTS:

1. Log on to the PASBA web site and select the button for the PARRTS Data Management.
2. Select the Operation from the Operation pull down list. If a specific Operation is not shown in the Operation pull down list, use Unaffiliated Events or contact PASBA.
3. Select the Event from the Event pull down list. If an event is not shown in the pull down list, click the New Event button to create a new event.
4. Select the medical treatment facility (MTF) that identifies your location. The system displays only those MTFs you are authorized to access.
5. Click InPatient or OutPatient to specify the type of service given to the patient.
6. Click the New Record button. The Patient Information window displays.
7. Continue with the Patient Information.

#### Patient Information Tab

1. From the Patient Information tab, complete the following fields:

Field	Description
SSN:	The Social Security Number of the patient's sponsor. If unknown, click the Pseudo SSN button to assign a temporary, pseudo SSN.
FMP Level:	The Family Member Prefix (FMP) identifies the relationship of the patient to the military sponsor.
Last Name:	The patient's last name.
First Name:	The patient's first name.
Sex:	The patient's gender.
Date of Birth	The patient's date of birth.

2. Continue with the Administrative window.

#### Administrative Tab

Click the Administrative tab after entering the data on the Patient Information screen. Complete the following fields:

Field	Description
Pat Cat:	The category to which the patient belongs.
Grade:	The patient's current military pay grade.
VIP	Check this box if the patient is considered a very

Field	Description
	important person or special interest person.
SI/VS	Indicate the medical condition of the patient by selecting S for Seriously Ill or V for Very Seriously Ill from the pull down list. The SI/VS field does not display for outpatients.
Enabling Care	Indicate whether enabling care is required by clicking the boxes that define the type of enabling care. For a definition of enabling care, refer to MEDCOM Regulation 40-7.
VIP Title:	If the patient is considered a very important person, type the patient's title.
POC Name/Phone:	The name and phone number of the patient's point of contact or the person that can provide additional information on the patient.
Hosp Register No:	The patient's hospital register number. The Hosp Register No field does not display for outpatients.
Adm Date: or Treatment Date:	The date the patient is admitted or treated at the MTF. Adm Date displays for inpatients. Treatment Date displays for outpatients.
Adm Diag: or Diag:	The description of the patient's principal diagnosis at the time of admission. You can type the diagnosis in the field or click the ICD9 button to select the code from a list.
Civ Hosp Name:	The name of the civilian hospital to which the patient is transferred or moved (if applicable). The Civ Hosp Name field does not display for outpatients.
Unit	The name of the patient's Company, Battalion, Brigade, Division, and Base to which they are assigned.
Type Case:	Select the patient's type case from the pull down list.
MOS	The patient's primary military occupational skill.
Source of Admission:	The source of admission for this patient. The Source of Admission field does not display for outpatients.

Field	Description
SI/VS	Indicate the medical condition of the patient by selecting S for Seriously Ill or V for Very Seriously Ill from the pull down list. The SI/VS field does not display for outpatients.
Enabling Care	Indicate whether enabling care is required by clicking the boxes that define the type of enabling care. For a definition of enabling care, refer to MEDCOM Regulation 40-7.
VIP Title:	If the patient is considered a very important person, type the patient's title.
POC Name/Phone:	The name and phone number of the patient's point of contact or the person that can provide additional information on the patient.
Hosp Register No:	The patient's hospital register number. The Hosp Register No field does not display for outpatients.
Adm Date: or Treatment Date:	The date the patient is admitted or treated at the MTF. Adm Date displays for inpatients. Treatment Date displays for outpatients.
Adm Diag: or Diag:	The description of the patient's principal diagnosis at the time of admission. You can type the diagnosis in the field or click the ICD9 button to select the code from a list.
Civ Hosp Name:	The name of the civilian hospital to which the patient is transferred or moved (if applicable). The Civ Hosp Name field does not display for outpatients.
Unit	The name of the patient's Company, Battalion, Brigade, Division, and Base to which they are assigned.
Type Case:	Select the patient's type case from the pull down list.
MOS	The patient's primary military occupational skill.
Source of Admission:	The source of admission for this patient. The Source of Admission field does not display for outpatients.

Field	Description
Injury Date:	The date on which the patient's injury occurred.

Field	Description
Conv Leave Return Date	The date the patient is expected to return from convalescent leave.
Disposition Date:	The disposition date for the patient. The Disposition Date field does not display for outpatients.
Disp Type:	A description of the disposition for the patient.
MTF Trf To:	The medical treatment facility to which the patient is transferred or moved.

### **Comments Tab**

To enter comments:

1. From the Administrative window, click the Comments menu tab. The Comments window displays:
2. Select the date of the comment entry from the Comment Date pull down list.
3. Type the comments in the space below the Comment Date pull down list.
4. Click the Add button. The comments for the selected patient display in the section above the Comment Date pull down list.

### **Deleting Comments**

To delete a comment, click the Del link next to the comment you want delete.

### **Using the New Record Button**

Click the New Record Button to create a new patient record for the same Operation, Event, and MTF. The system saves the current record and displays the Patient Information window.

### **Using the Record List Button**

Click the Record List button to view a list of patient records for the currently selected Operation, Event, and MTF.

### **Using the Reset Button**

Click the Reset button to restore the edited values prior to saving.

### **Using the Cancel Button**

To clear the entries on the screen and return to the Operation/ Event window, click the Cancel button on the Patient Information window. No data is saved when you click the Cancel button.

### **Using the Exit Button**

Click the Exit button to return to the Operations/Event selection window without saving any changes to the data.

## **3. Updating a Patient Record**

To update or modify a patient record in PARRTS:

1. Go to the initial entry window for PARRTS.
2. Select the Operation from the Operation pull down list.
3. Select the Event from the Event pull down list.
4. Select the facility that identifies your location.
5. Click InPatient or OutPatient to specify the type of service given to the patient.
6. Click the Update Record button. The Update Patient Records window displays.
7. Select the type of patient records you want to update by clicking InPatient or OutPatient.
8. Click the blue square under the Edit column for the patient record you want to update. The Patient Information window displays.
9. Position the cursor in the field you want change and select or type the new value. To view and edit the Administrative data, click the Administrative menu tab. To view or add Comments, click the Comment menu tab.
10. Click the Record List button to save your changes and return to the Update Patient Records window.

## Using Patient Search

To locate all of the records in PARRTS for a patient or facility, use the Patient Search Menu on the Operation/Event selection window. Optionally, you can search PARRTS for a patient record by entering any of the following criteria:

- Admitting DMIS
- Register number
- Social Security Number (SSN)
- First Name
- Last Name

## 4. Entering a New Event

To create a new event description:

1. Go to the PARRTS main menu.
2. Click the New Event button next to the Event pull down list. The New Event window displays.
3. Complete the following fields:

Field	Description
Operation	Select the Operation from the pull down list.
Event	Type a description for the event associated with the selected operation.
Location	Type the geographic location where the event occurred.
POC	The name of the individual that created this event record in the PARRTS database.
Phone	The telephone number of the individual that created this event record in the PARRTS database.
Event Start Date	The date the event occurred.
Event End Date	The date the event ended (if known).
Estimated Patients	The estimated number of patients associated with this operation and event. If this value is unknown,

Field	Description
	leave this field blank.
Nature of Event	A description of the event.

4. Click the Enter button. The system returns to the previous window with the new Event selected in the Event pull down window.

## 5. Generating Reports

To access the PARRTS reports module, logon to the PARRTS application and select the option for the PARRTS Reports.

### Multi-Functional Report

To create a report, select the criteria you want reported from the options on the screen and click the Run Data Report button. The criteria includes:

- Operation: select the Operation from the Operation pull down list. Select All to report on all operations.
- Events: an Event pull down displays when you select a specific Operation. Select All to report on all Events associated with the selected Operation.
- Patient Type: select the patient type from the Patient Type pull down list. Choose from inpatient, outpatient, or both.
- DMIS Code: select the facility by clicking the DMIS Code button. The default is all facilities.
- Enabling Care: select the category of Enabling Care you want reported or choose All Enabling Care Patients to report on all Enabling Care patients. If you select Amputee, additional options display that allows you to select the cause of the Amputation.
- VSI/SI: select VSI/SI category that you want reported.
- DIS/INJ/BC: select the type case you want reported (disease, injury or battle casualty).
- VIPs: select this option to report on VIPs.
- Deaths: select this option to report on deaths.
- AMEDD Personnel: select this box if you want to report AMEDD personnel only (based on the patient's MOS)

- Inpatient Status: select the patient category you want reported. Choose from All Patients, Current Patients Only, or Discharged Patients Only.
- Military Service: select the branch of military service you want reported from the pull down list.
- Adm Date: select the date range you want reported. The date range is optional.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

### ***Patient History Report***

To view the Patient History Report:

1. From the Operation/Event selection screen, type or select the search criteria for the patient record(s) you want to report on. Optionally, you can specify:
  - Admitting DMIS
  - Register number
  - Social Security Number (SSN)
  - First Name
  - Last Name
2. Click the Submit button. A list of patient records that match the search criteria displays.
3. Click the blue square next to the record you want to view. The Patient History Report displays.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

### ***Episode Report***

The Episode Report can be run from the Update Patient Records window or from the Patient Search Results window. To view the Episode Report:

1. From the Patient Search window on the Operation/Event selection screen or on the Reports main menu, type or select the search criteria for the patient record(s) you want to report on.
2. Click the Submit button. A list of patient records that match the search criteria displays.

3. Click the blue square next to the record you want to view. The Episode Report displays.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

### ***Statistic Report***

To run the Statistic Report:

1. From the Statistic Report window, select the Operation from the Operation pull down.
2. If applicable, select the event associated with the Operation from the Event pull down list.
3. Click the Run button. The report displays on the screen.

To print the report, click the Print button at the bottom of the page. To return to the Report menu, click the Previous button.

## ***6. Logout Procedure***

To exit from PARRTS:

1. Click the Logout button on the left side of the screen.
2. Close your browser by clicking the Close button or by clicking the X in the upper right corner of the browser.